



STATE OF DELAWARE
DEPARTMENT OF FINANCE
DIVISION OF ACCOUNTING
540 SOUTH DUPONT HIGHWAY
THOMAS COLLINS BUILDING, SECOND FLOOR, SUITE 3
DOVER, DELAWARE 19901

FAX: (302) 739 - 5455

MEMORANDUM
#00-07

TELEPHONE: (302) 739 - 5454

TO: All Department and School Fiscal Officers

FROM: Lynn Beaty, Executive Assistant *LB*

DATE: December 20, 1999

SUBJECT: OIS STRESS TEST - DIVISION OF ACCOUNTING IMPACT

The Office of Information Services will conduct a "Y2K Stress Test" on all statewide systems, Sunday, January 2, 2000 between 4:00 p.m. and 6:00 p.m. Certain Division of Accounting processes are included in this test.¹ As a user of DFMS, your school district/agency is encouraged to participate in on-line processing of DFMS transactions at this designated time.

The intention of this stress test is to replicate "business as usual" and prepare for the first official business day of the new calendar year. Please be prepared to enter and process DFMS transactions as you normally do. The following individuals will be available in the Division of Accounting during the stress test:

<u>Name</u>	<u>Phone</u>
Linda Davis, DFMS Help Desk	744-1055
Jerry Minner	744-1062
Elaine Wooleyhand	744-1061

Contact Linda Davis by **Tuesday, December 28, 1999** if you plan to participate in this test. Be sure to provide a telephone number where you can be reached during the test. On the day of the test, if you experience any problems, please contact Linda, Jerry or Elaine at the phone numbers listed above. If you do not experience any problems, please call in

¹ Due to the completion of payroll related processing prior to January 1, 2000, per the Y2K contingency plan (see "Calendar Year-End Processing Memorandum PR99-18 from Central Payroll dated November 30, 1999"), EIS-Payroll will not participate in this test.

to let us know when you have completed your work.

A regular DFMS daily processing will be completed following this stress test. ²Weekly reports for the first week in January will include all transactions processed from January 2, 2000 through January 7, 2000.

Please be sure to immediately forward this information to the appropriate person who will be responsible for scheduling their employees for this stress test. If you have any questions regarding this correspondence, please contact Lynn Beaty, Executive Assistant, 744-1035.
